



ANTENNAS and DISH ANTENNAS

Department of
Community Development
Bureau of Buildings & Zoning

City of Rochester, New York



GENERAL INFORMATION REQUIRED

When applying for an antenna permit you will need:

- Property owner’s name, address and phone number
- Applicant’s name, address and phone number
- If applicable, contractor and/or plan preparer’s name, address and phone number

- Project description, including size and location of device
- Workers’ Compensation Insurance Certificate or waiver

If installer is homeowner or individual contractor without Workers’ Compensation insurance, a waiver, available in the permit office, may be substituted for certificate.

If contractor has employees, a Certificate of Workers’ Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester
Permit Office
City Hall Room 121B
30 Church Street
Rochester, New York 14614

MAPS & DRAWINGS REQUIRED

- Two (2) copies of an Instrument Survey Map for subject property
- Installation instructions
- For dishes larger than eight (8) feet in diameter or pole antennas taller than sixteen (16) feet, two (2) copies of structural drawings signed & sealed by a design professional licensed in the State of New York

FEES

- The fee is based on the cost estimate of the project including labor and materials whether purchased, owned or donated. The following table indicates typical antenna permit fees according to the cost estimate:

Cost Estimate	Permit Fee
\$0–\$2,000	\$50.00
\$2,001–\$4,000	\$70.00
\$4,001–\$6,000	\$90.00
\$6,001–\$8,000	\$110.00
\$8,001–\$10,000	\$130.00
\$10,001–\$12,000	\$150.00
\$12,001–\$14,000	\$170.00
\$14,001–\$16,000	\$190.00
\$16,001–\$18,000	\$210.00
\$18,001–\$20,000	\$230.00

If cost estimate is greater than \$20,000, please call 428-6561 for permit fee and other possible requirements.

MINIMUM INSPECTIONS REQUIRED

- Footings and/or foundation depth before pouring concrete and setting posts for ground mounted systems
- Final inspection upon completion

OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is obtained prior to start of work. Permits can be obtained in room 121B of City Hall
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on North Fitzhugh Street adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 am - 4:45 pm.

ADDITIONAL REQUIREMENTS

- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board (call 428-7043 for more information)
- Permits are not required for satellite dishes less than twenty-four (24) inches in diameter. Ground mounted systems must be located in the rear yard. Free standing structures are limited to height restrictions depending on the zoning district in which the property is located
- Height restrictions may apply for all antennas if the subject property is located in the Overlay-Airport District
- Ground mounted systems shall have a footing depth of forty-eight (48) inches or more.
- Call 428-6561 with any questions regarding construction details during the planning stages
- Call the division of Zoning at 428-7043 for information regarding personal wireless communication facilities.

The information in this brochure is a general overview. Certain applications may require more in-depth analysis.